

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** BUILDING PERMITS & INSPECTIONS

**AGENDA DATE:** NOVEMBER 30, 2004

**CONTACT PERSON/PHONE:** NORMA A LUJAN – (915) 772-3226

**DISTRICT(S) AFFECTED:** 3

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

St. Pius X Church to hold a procession on December 2, 2004 from 6:01pm to 7:00pm. Route: Starting at 1050 N. Clark and proceeding northeast to and turning right on Geronimo, heading south on Geronimo and turning right at Gila, heading west on Gila and turning right on N. Clark and ending at 1050 N. Clark. Approximately 60 persons and 1 vehicle will take part with no spectators anticipated. (District 3) [Norma A Lujan]

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

Building Permits & Inspections recommends approval for St. Pius X Church to hold a procession on December 2, 2004. The department has no objections with this event.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

N/A

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DATE: November 17, 2004

TO: CITY CLERK

FROM: St. Pius X Church  
Norma A Lujan

Telephone No.  
(8:00 AM – 5:00 PM)

Please place the following item on the **CONSENT** Agenda for the Council Meeting of:

November 30, 2004

Item should read as follows:

St. Pius X Church to hold a procession on December 2, 2004 from 6:01pm to 7:00pm. Route: Starting at 1050 N. Clark and proceeding northeast to and turning right on Geronimo, heading south on Geronimo and turning right at Gila, heading west on Gila and turning right on N. Clark and ending at 1050 N. Clark. Approximately 60 persons and 1 vehicle will take part with no spectators anticipated. (District 3) [Norma A Lujan]

SPECIAL INSTRUCTIONS:

04-161

BUILDING PERMITS & INSPECTIONSUSE Item No. \_\_\_\_\_

☒ POLICE DEPARTMENT

☒ FIRE DEPARTMENT

☒ SUN METRO

☐ PARKS DEPARTMENT

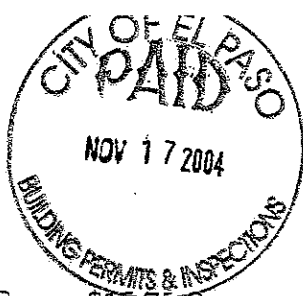
☒ ENGINEERING/TRAFFIC

☐ TXDOT

☐ STREET DEPARTMENT

☐ CIVIC CENTER

☒ COMPLETE



REQUEST FOR TEMPORARY USE OF  
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

Fees: \$15.75 One event to take place on one day.

[36010119/404123]

\$21.00 Multiple permits for two or more similar events to take place on consecutive days. **(Please note:** a street may not be continuously blocked for more than 24 consecutive hours. If a multiple use permit is granted, the street must be cleared, cleaned and opened between the two separate uses.)

(Please type or print)

1. Applicant:

St. Pius X Church

(Person/Organization)

Contact Person:

Norma A. Lujan

Name

Street Number

City

State

Zip Code

Telephone No.

Between 8:00 AM - 5:00 PM

2. Type of Event: Guadalupê Procession

(Moving)

☒ Parade

☐ Demonstration

☐ Foot Race/Walk

☐ Bike Race

☐ Other: \_\_\_\_\_

(Stationary)

☐ Block party

☐ Bazaar

☐ Festival

☐ Sidewalk Sale

☐ Other: \_\_\_\_\_

3. Date of Event: December 2, 2004

Total Time of Event: from 6:01 ~~6:00~~ PM to 7:00 PM  
(Time) (Time)

Time in which police traffic control services will be needed:

from 6:01 ~~6:00~~ PM to 7:00 PM

This is the time in which police officers will be moving your event on the streets. This is the time for which you will be charged for police traffic control.

4. Approximate number of participants:

60 Persons 1 Vehicles        Animals        Other Specify:       

\*Section 13.32.100 requires you to keep the parade route clean and free of animal excrement during the parade.

5. Approximate or anticipated number of spectators:       

6. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

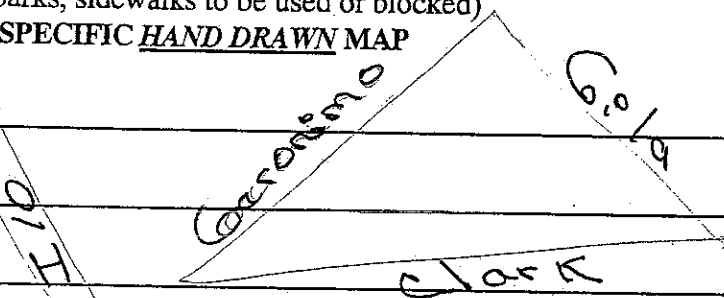
Church Advent activity

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: N/A

7. Proposed Route: (streets, parks, sidewalks to be used or blocked)

ATTACH A CLEAR AND SPECIFIC HAND DRAWN MAP

• ATTACHED



Location of assembly area, if separate or different:

### IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department for a moving event, you must submit a map of the route for the event. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.110. You will be billed for the actual cost after the event.

If traffic control will not be provided by the El Paso Police Department, then you must submit a map and written traffic control plan to Building Permits & Inspections or the Engineering/Traffic Division, not less than seven days prior to the date of the event.

You will also be responsible for paying for and providing any barricades and signs. The barricading shall be manned and the barricading and signing shall comply with the provisions set forth in the State's

"Manual of Uniform Traffic Control Devices." Please feel free to contact the City's Engineering/Traffic Division, 6<sup>th</sup> Floor, 541-4050, for more information.

8. Amplification devices to be used: ☐ Yes ☒ No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used. Also, state whether or not the purpose is advertising any goods, property, services, or entertainment, the primary purpose of which advertising is the making of a profit for a business.

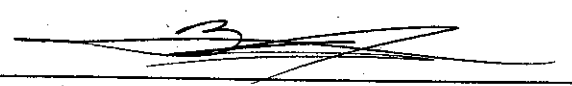
Regarding the use of San Jacinto Plaza, amplification may only be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6<sup>th</sup> Floor, and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

9. Method of Street and Right-of-Way cleaning:

SELF CLEANING

Section 13.32.100 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Building Permits & Inspections Office no later than fourteen days prior to the date of the event.

**RELEASE:** In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

  
Signature of Applicant

November 16, 2004

Date

For St. Pius X Church

(Organization/Sponsor, if any)

Please note: If the parade or temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.

52009

Revised 07/2002

For Office Use Only

Event: St. Pius X Church Procession

\$15.75 Fee Paid: 3200400000000001850

\$21.00

City Council Hearing: November 30, 2004

Copy to:

☒ Police Department

☒ Fire Department

☒ Sun Metro

☐ Parks Department

☒ Engineering-Traffic Div.

☐ Highway Department

☐ Street Department

☐ Civic Center

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT**

EVENT: St. Pius X Church Procession

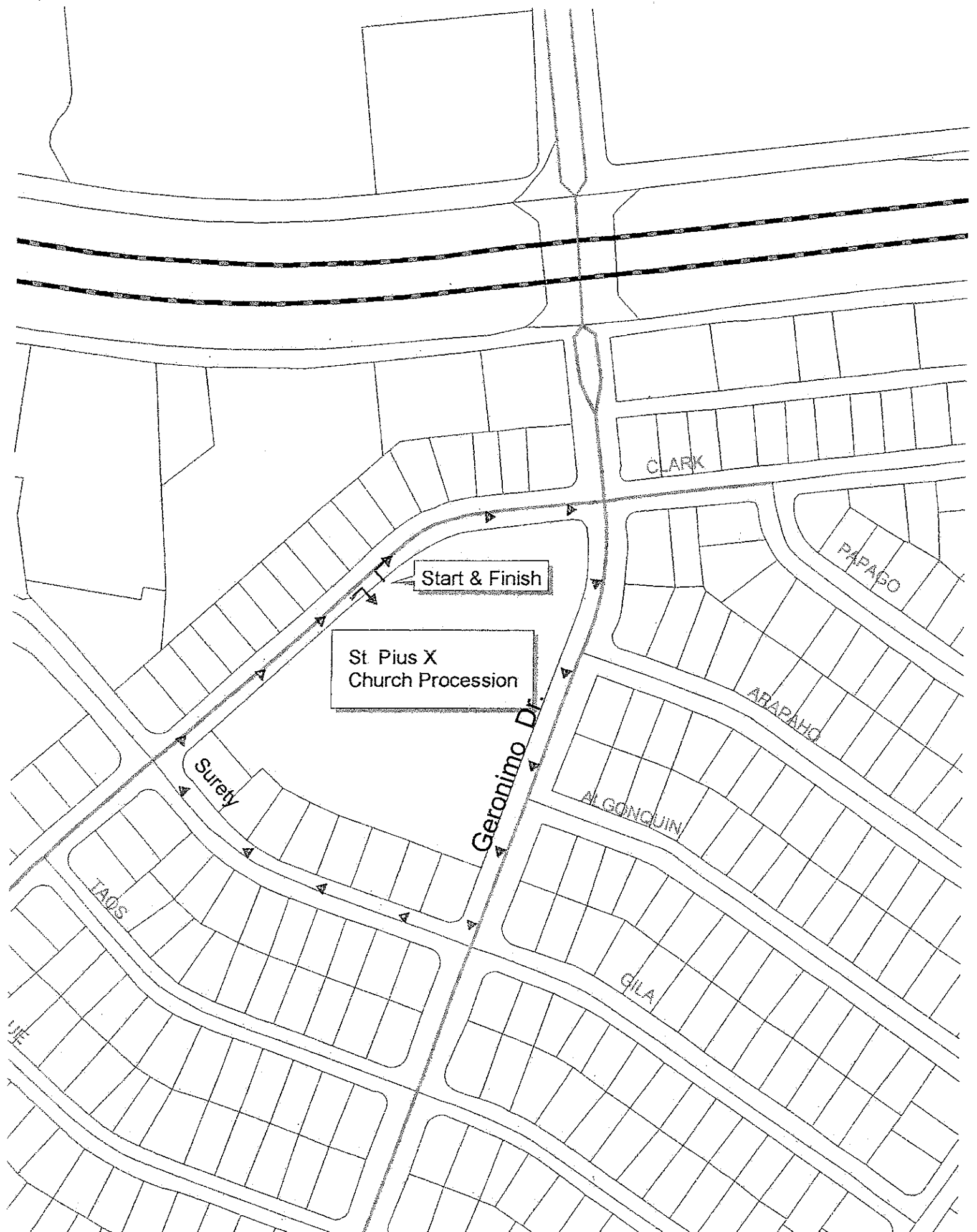
LOCATION Clark, Geronimo, Gila

DATE OF EVENT: December 2, 2004 from 6:01pm to 7:00pm

City Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**





11/17/2004

2:23:38PM

**Receipt #: 3200400000000001850**

**Date: 11/17/2004**

Station ID: 3

**Line Items:**

Case No	Address	Tran Code	Description	Revenue Account No	Amount Paid
		BPI_PARADE	Parade Permits - 15.7500 @ \$1.0000	36010119-404123	15.75
Line Item Total:					<b>\$15.75</b>

**Payments:**

Method	Payer	Bank No	Account No	Confirm No	How Received	Amount Paid
Cash	ST PIUS CHURCH				In Person	16.00
Change					In Person	(0.25)
Payment Total:						<b>\$15.75</b>



## For Office Use Only

Event: St. Pius X Church Procession\$15.75 Fee Paid: 3200400000000001850

\$21.00

City Council Hearing: November 30, 2004

Copy to:

☒ Police Department☒ Fire Department☒ Sun Metro☐ Parks Department☒ Engineering-Traffic Div.☐ Highway Department☐ Street Department☐ Civic Center

Comments:

PERMITEVENT: St. Pius X Church ProcessionLOCATION Clark, Geronimo, GilaDATE OF EVENT: December 2, 2004 from 6:01pm to 7:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

R. Alan Shubert, P.E.

BUILDING PERMITS &amp; INSPECTIONS DIRECTOR

## For Office Use Only

Event: St. Pius X Church Procession\$15.75 Fee Paid: 320040000000001850

\$21.00

City Council Hearing: November 30, 2004

## Copy to:

☒ Police Department  
☒ Fire Department  
☒ Sun Metro  
☐ Parks Department

☒ Engineering-Traffic Div.  
☐ Highway Department  
☐ Street Department  
☐ Civic Center

## Comments:

*Sun Metro has no objection to  
the procession.*

*L. Ryan 11/17/04*

**PERMIT**EVENT: St. Pius X Church ProcessionLOCATION Clark, Geronimo, GilaDATE OF EVENT: December 2, 2004 from 6:01pm to 7:00pmCity Council Action: ☐ Approved ☐ Disapprove ☐ Approve W/Mod

Date Permit Issued: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**R. Alan Shubert, P.E.**  
**BUILDING PERMITS & INSPECTIONS DIRECTOR**

For Office Use Only

**Event:**

## St. Pius X Church Procession

**\$15.75** ☐ **Fee Paid:**

320040000000004850

**\$21.00**

Date \_\_\_\_\_

**City Council Hearing:**

November 30, 2004

Date \_\_\_\_\_

Copy To:

<input checked="" type="checkbox"/>	Police Department
<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	Sun Metro
<input type="checkbox"/>	Parks Department

<input checked="" type="checkbox"/>	Engineering – Traffic Div.
<input type="checkbox"/>	Highway Department
<input type="checkbox"/>	Street Department

**Comments:**

The El Paso Police Department has no objections with this event.

The Department will police the event with 4 officers and 4 vehicles.

Estimated cost to city: \$150.00 Estimated cost to applicant: \$50.00

PR 04-161

# PERMIT

## EVENT

## St. Pius X Church Procession

**LOCATION:**

Clark, Geronimo, Gila

**DATE OF EVENT:**

**December 2, 2004 from 6:01 P.M. to 7:00 P.M.**

**CITY COUNCIL ACTION:**

Approve

Disapprove

Approve w/ Mod

Date Permit Issued:

Permit No.:

Building Permits &amp; Inspections Director

JOE WARDY  
MAYOR

JOYCE WILSON  
CITY MANAGER

R. ALAN SHUBERT, P.E.  
DIRECTOR



**CITY COUNCIL**

SUSAN AUSTIN  
DISTRICT NO. 1

ROBERT A. CUSHING, JR.  
DISTRICT NO. 2

JOSE ALEXANDRO LOZANO  
DISTRICT NO. 3

JOHN F. COOK  
DISTRICT NO. 4

PAUL J. ESCOBAR  
DISTRICT NO. 6

VIVIAN ROJAS  
DISTRICT NO. 7

ANTHONY W. COBOS  
DISTRICT NO. 8

November 22, 2004

**BUILDING PERMITS &  
INSPECTIONS DEPARTMENT**

St. Pius X Church  
Norma A Lujan

FROM: Building Permits & Inspections  
SUBJECT: Application for use of City Streets/Sidewalks (in connection with a  
Parade, Walk, Run, etc.)

This is only a recommendation from Building Permits & Inspections to the Mayor and Council. They will make the final determination at the City Council Meeting on November 30, 2004 at 9:00am. We recommend a representative be present to answer any questions that City Council may have.

**REQUEST:**

St. Pius X Church to hold a procession on December 2, 2004 from 6:01pm to 7:00pm. Route: Starting at 1050 N. Clark and proceeding northeast to and turning right on Geronimo, heading south on Geronimo and turning right at Gila, heading west on Gila and turning right on N. Clark and ending at 1050 N. Clark. Approximately 60 persons and 1 vehicle will take part with no spectators anticipated. (District 3) [Norma A Lujan] Permit#: 04-161

**RESPONSES:**

No objections from Fire, Sun Metro, Traffic/Engineering. The El Paso Police Department has no objections with this event. The Department will police the event with 4 officers and 4 vehicles. Estimated cost to city: \$150.00. Estimated cost to applicant: \$50.00. The Office of Building Permits & Inspections recommends approval.

A handwritten signature in black ink, appearing to read "R. Alan Shubert", is written over a horizontal line.

**R. ALAN SHUBERT, P.E.  
BUILDING PERMITS & INSPECTIONS DIRECTOR**

#2 Civic Center Plaza, 5<sup>TH</sup> Floor, El Paso, Texas 79901  
915.541.4557 Telephone • 915.541.4814 Fax • [www.elpasotexas.gov](http://www.elpasotexas.gov)